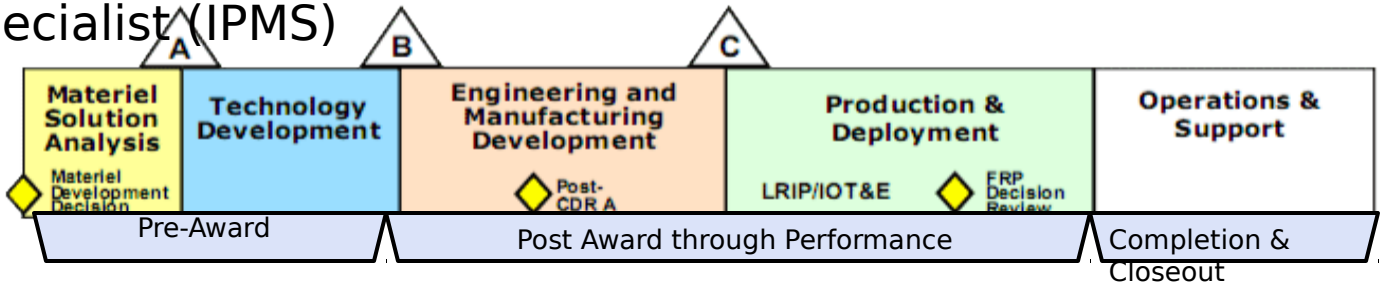
Contract Life Cycle Tasks for the Industrial Property Mgmt Specialist (IPMS)



The IPMS may assist the Program Manager, Contracting Officer, and Production Supply Manager with the following pre-award tasks:

- Support preparation of a business case to provide property including administrative costs and associated risks
- Evaluate terms to assume, avoid, control, or transfer risk (for example, provide property "as-is", or with warrantees
- Research standards for the care and accountability of the types of property to be provided
- Evaluate contractor's property system plan and any history of performance

The IPMS may be delegated the following post award tasks, as a member of the Contract Administration team:

- Review contracts for property terms
- Establish a Contract Property File
- Offer solutions if any contract property deficiency is noted
- Construct a risk analysis for stakeholders
- Establish property audit objectives
- Determine audit methods, data elements, and schedule audit
- Conduct Property Mgmt Sys Analysis audit (PMSA)
- Communicate PMSA results
- Investigate incidents of loss
- Monitor processes as needed, including Reports of Discrepancies, corrective action follow-up, and a review of inventory adjustments
- Provide disposal directions for items no longer suitable or

The IPMS coordinates the close-out of all property matters:

- Review final inventory
- Coordinate with item mgrs as appropriate to redirect residual items
- Assist KR with transfers & shipments
- Administer FAR 45.6 Plant Clearance (PC) processes of screening, donation, sale, ….
- Close all PC cases
- Verify zero balance of property account
- Certify all property matters are concluded

NOTE: Both the roles of the IPMS as the Property Administrator and